



CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

Board of Trustee Regular Meeting Minutes

On the 9th day of October 2025, the regular meeting of the Board of Trustees of the Channahon Fire Protection District held at fire station #1 was called to order at 8:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were President Rittof, Secretary McMillin, Treasurer Gregory, Trustee Caldwell, and Trustee Fitzgerald. Chief Petrakis, Deputy Chief McMillin, and Executive Fire Support Manager Arnold.

MATTER OF THE PUBLIC: None

APPROVAL OF THE MINUTES

Treasurer Gregory made a motion to approve September 11, 2025, regularly scheduled meeting minutes, seconded by Trustee Fitzgerald. All were in favor and the motion carried.

TREASURER REPORT

The Treasurer's report ending September 2025 along with the disbursement record for September 2025 were presented, showing disbursements by check number, date, payee, and amount. Treasurer Gregory made a motion to accept the reports as presented, seconded by Trustee Fitzgerald. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.

The outstanding bills to be paid were presented. The Trustees reviewed the bills. A discussion was held on the outstanding bills; there were four invoices that were submitted late for approval. Secretary McMillin made a motion to accept the bills as presented, seconded by Trustee Fitzgerald. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.

MONEY COLLECTED

\$30,661.99 - Ambulance Billing (\$562,867.21 for 2025); \$245.00 – CPR Classes; \$6,000.00 – Impact Fees; \$8,836.98 - Interest; \$3636.25 – Reimbursement; \$198,350.69 – Will County.

Communications

1. Thank you:
 - a. Michelle & Shirley Lukavich
 - b. Channahon Park District for use of the training room for meetings while they were under construction.

OLD BUSINESS

NEW BUSINESS

1. **Discuss and approve the Accounts Payable Check Roster Payments (1.23 Purchasing) –**
The new policy and procedure for check writing with electronic signatures was discussed. Treasurer Gregory made a motion to approve the payment policy, seconded by Secretary McMillin. A roll call vote was taken for the motions: President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.
2. **Discuss and approve the tentative fire district budget for 2026 –** A discussion was held regarding holding a budget workshop to discuss how the process works and have Chief present the proposed final budget. President Rittorf feels it would be beneficial for the entire board to go over the process; he has asked that Attorney John Motylinski is in attendance to discuss the levy. The board would like to hold a special meeting on October 28th at 8am. Trustee Caldwell made a motion to place the tentative budget on file, seconded by Treasurer Gregory. A roll call vote was taken for the motions: President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.
3. **Discuss and approve contracting with James Howard & Associates to forecast future financial planning –** A discussion was held about what James Howard can do, they are a third-party account service and offer financial forecasting. President Rittorf feels it would be a good thing to have done. He would like to have them at the next board meeting (November 13th) to do a presentation.

WESCOM: None

LEGAL UPDATE: None

PENSION: None

COMMUNITY SUPPORT SERVICES – (Report attached)

FIRE AND LIFE SAFETY EDUCATOR – (Report attached)

FIRE PREVENTION AND INSPECTION MONTHLY REPORT – (Report Attached)

DEPUTY CHIEF REPORT - (report attached)

- The generator installation has been completed.
- The air compressor needed maintenance.
- Annual backflow tests have been completed.
- Station 2 humidity issues have been looked at.
- Meet with First Due people to continue the set up for our new reporting program.
- Went to John Mansville in Rockdale for a fire.
- The engines will be going in for preventative maintenance checks.
- The Station 2, man door seems to be working properly. We have not had any driving rain though.
- The breaker for the double sump pump system was not working. Clennon came out and replaced the breaker, and it is up and running properly.

CHIEF REPORT: (report attached)

- With the generator job complete the aux generator has been returned and we are in contact with the company working on a price cut. Cummins did not charge us for the switch gear and Clennon installed it for free since it was included in the original bid. Secretary McMillin asked about having the aux generator bill sent to Cummins. This was their delay. He would like the entire bill submitted.
- Captain McMillin and Lieutenant O'Hern have both completed their bachelor's degrees.

Treasurer Gregory would like to see the district purchase something for the guys for the 75th anniversary.

Secretary McMillin asked about the ISO rating. Chief Petrakis stated we are still waiting.

There being no further or other business to come before the meeting, upon motion duly made by Treasurer Gregory, seconded by Trustee Caldwell, unanimously approved, the meeting adjourned at 9:15 a.m.

Respectfully Submitted
Jacque Arnold
Executive Fire Support Manager

CHANNAHON FIRE PROTECTION DISTRICT

10/7/2025 2:08 PM

Register: 2016660 · First Secure - Checking

From 09/11/2025 through 10/09/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/11/2025			401-10 · Reimburseme...	Deposit		X	155.55	717,940.38
09/11/2025			-split-	Deposit		X	1,223,710.17	1,941,650.55
09/11/2025	3676	Air One Equipment, ...	1-201 · 2000 Accounts ...	146	1,295.00	X		1,940,355.55
09/11/2025	3677	American Test Center	1-201 · 2000 Accounts ...	Inv. 2241256	480.00	X		1,939,875.55
09/11/2025	3678	Auto Science	1-201 · 2000 Accounts ...	Inv. 15612	68.05	X		1,939,807.50
09/11/2025	3679	Jacob Randich	1-201 · 2000 Accounts ...		1,571.20	X		1,938,236.30
09/11/2025	3680	Jacque Arnold	1-201 · 2000 Accounts ...		155.09	X		1,938,081.21
09/11/2025	3681	JCM Uniforms, Inc.	1-201 · 2000 Accounts ...		215.95	X		1,937,865.26
09/11/2025	3682	Illinois Public Risk F...	1-201 · 2000 Accounts ...	Inv. 94208	15,523.00	X		1,922,342.26
09/11/2025	3683	Illinois State Police	1-201 · 2000 Accounts ...	ILL14676F / C...	27.00	X		1,922,315.26
09/11/2025	3684	Interstate Battery Sys...	1-201 · 2000 Accounts ...	Inv. 191520144...	164.40			1,922,150.86
09/11/2025	3685	Estech Sysems, Inc.	1-201 · 2000 Accounts ...	Inv. 229425	226.27	X		1,921,924.59
09/11/2025	3686	Feece Oil Co.	1-201 · 2000 Accounts ...		1,969.66	X		1,919,954.93
09/11/2025	3687	Illinois Healthcare an...	1-201 · 2000 Accounts ...	Inv. GEMTFY...	15,149.47			1,904,805.46
09/11/2025	3688	Comcast	1-201 · 2000 Accounts ...		78.74	X		1,904,726.72
09/11/2025	3689	Constellation Energy...	1-201 · 2000 Accounts ...		707.35	X		1,904,019.37
09/11/2025	3690	Eagle Engraving, Inc.	1-201 · 2000 Accounts ...	Inv. 2025-6351	383.95	X		1,903,635.42
09/11/2025	3691	CDW Government, I...	1-201 · 2000 Accounts ...		148.79	X		1,903,486.63
09/11/2025	3692	Chief Shabbona Trai...	1-201 · 2000 Accounts ...		150.00	X		1,903,336.63
09/11/2025	3693	CIT Trucks - Joliet	1-201 · 2000 Accounts ...	Inv. 102P217674	1,908.43	X		1,901,428.20
09/11/2025	3694	Joliet Water Recondi...	1-201 · 2000 Accounts ...		27.25	X		1,901,400.95
09/11/2025	3695	LRS, Inc.	1-201 · 2000 Accounts ...		184.60	X		1,901,216.35
09/11/2025	3696	MES Service Compa...	1-201 · 2000 Accounts ...		18,676.65	X		1,882,539.70
09/11/2025	3697	Mike Hammerstein	1-201 · 2000 Accounts ...		112.64	X		1,882,427.06
09/11/2025	3698	Mike McMillin	1-201 · 2000 Accounts ...		80.00	X		1,882,347.06
09/11/2025	3699	Minooka Lumber & ...	1-201 · 2000 Accounts ...	76767	51.00	X		1,882,296.06
09/11/2025	3700	Nicor Gas	1-201 · 2000 Accounts ...		463.92	X		1,881,832.14
09/11/2025	3701	Orkin	1-201 · 2000 Accounts ...		1,102.00	X		1,880,730.14
09/11/2025	3702	Ottosen Dinolfo Has...	1-201 · 2000 Accounts ...	Inv. 15977	1,266.65	X		1,879,463.49
09/11/2025	3703	Perry Brown Plumbi...	1-201 · 2000 Accounts ...	Inv. 24888	425.00	X		1,879,038.49
09/11/2025	3704	Quad County Fire Eq...	1-201 · 2000 Accounts ...	Inv. 7598	325.00	X		1,878,713.49
09/11/2025	3705	Salclay Services, Inc.	1-201 · 2000 Accounts ...	Inv. 14731	52.00	X		1,878,661.49
09/11/2025	3706	Shelby Fals	1-201 · 2000 Accounts ...		158.40	X		1,878,503.09
09/11/2025	3707	Silver Cross Hospital	1-201 · 2000 Accounts ...	Receipt #100	187.50	X		1,878,315.59
09/11/2025	3708	Stryker Sales Corp	1-201 · 2000 Accounts ...		122.40	X		1,878,193.19
09/11/2025	3709	Terrence O'Hern	1-201 · 2000 Accounts ...		1,671.20	X		1,876,521.99
09/11/2025	3710	The Public Safety St...	1-201 · 2000 Accounts ...	Inv. 230977	374.00	X		1,876,147.99
09/11/2025	3711	Uniforms Direct LLC	1-201 · 2000 Accounts ...	Inv. Q1005755	1,167.00	X		1,874,980.99
09/11/2025	3712	US Gas	1-201 · 2000 Accounts ...		352.27	X		1,874,628.72
09/11/2025	3713	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	400.51	X		1,874,228.21

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From 09/11/2025 through 10/09/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/11/2025	3714	Wescom	1-201 · 2000 Accounts ...	Inv. 20251005	8,711.76	X		1,865,516.45
09/11/2025	3715	Whitmore Ace Hard...	1-201 · 2000 Accounts ...		162.92	X		1,865,353.53
09/11/2025	3716	Zoll Data Systems	1-201 · 2000 Accounts ...	INV00209517	835.21	X		1,864,518.32
09/15/2025			401-01 · Ambulance Bi...	Deposit		X	509.86	1,865,028.18
09/15/2025	499545770	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	80.00	X		1,864,948.18
09/16/2025			401-01 · Ambulance Bi...	Deposit		X	2,640.40	1,867,588.58
09/16/2025	4745233...	U.S. Bank	1-201 · 2000 Accounts ...		10,186.16	X		1,857,402.42
09/17/2025	7319619...	Blue Cross and Blue ...	1-201 · 2000 Accounts ...	Acct. 000618608	45,768.95	X		1,811,633.47
09/18/2025			401-10 · Reimburseme...	Deposit		X	632.70	1,812,266.17
09/18/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	73,911.88	X		1,738,354.29
09/19/2025			-split-	Deposit		X	1,818.73	1,740,173.02
09/19/2025	1523	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	317.20	X		1,739,855.82
09/19/2025	3718	Channahon Prof. Fire...	2100 · Payroll Liabilities		1,435.00	X		1,738,420.82
09/19/2025	3719	Channahon FPD Fire...	2100 · Payroll Liabilities		15,976.91	X		1,722,443.91
09/19/2025	3720	The Village of Chan...	1-201 · 2000 Accounts ...		211.07	X		1,722,232.84
09/19/2025	258673	Transamerica	-split-	PE61743-0000...	4,760.97	X		1,717,471.87
09/19/2025	258675	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,717,289.84
09/19/2025	34034937	Department of Treas...	-split-	36-3327732	16,288.78	X		1,701,001.06
09/19/2025	187711069	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	315.09	X		1,700,685.97
09/19/2025	764634736	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,591.29	X		1,696,094.68
09/19/2025	2160509...	Comcast	1-201 · 2000 Accounts ...		307.40	X		1,695,787.28
09/19/2025	DD7603	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7604	Bowles, Matthew	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7605	Cantrell, Luanne K	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7606	Ciarlette, Noah A	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7607	Dikun, Nathan S	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7608	Dircks, Brennan C	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7609	Fals, Shelby L.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7610	Fellows, Sarah K	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7611	Grubisich, Danial P	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7612	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7613	Hardin, Patrick E.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7614	Hartman, Jason S	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7615	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7616	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7617	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7618	McCluskey, William	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7619	McMillin, Brian D.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7620	McMillin, Michael J	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7621	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,695,787.28

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/19/2025	DD7622	Owen, Joseph M	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7623	Petrakis, John	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7624	Pierce, Dillon J.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7625	Randich, Jacob M.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7626	Schneider, Scott W.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7627	Schumacher, Jessica L	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7628	Skole, Matthew J.	-split-	Direct Deposit		X		1,695,787.28
09/19/2025	DD7629	Tobolt, Dale G	-split-	Direct Deposit		X		1,695,787.28
09/22/2025			401-10 · Reimburseme...	Deposit		X	1,805.67	1,697,592.95
09/23/2025			401-01 · Ambulance Bi...	Deposit		X	531.38	1,698,124.33
09/25/2025			-split-	Deposit		X	323,342.81	2,021,467.14
09/26/2025			-split-	Deposit		X	195.00	2,021,662.14
09/26/2025	3717	Andrew Highbaugh	1-201 · 2000 Accounts ...		375.00	X		2,021,287.14
09/26/2025	9262025	Transamerica	1-201 · 2000 Accounts ...		6,133.43	X		2,015,153.71
09/30/2025			401-09 · Interest \$	Interest		X	187.56	2,015,341.27
10/02/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	69,551.85			1,945,789.42
10/03/2025	263754	Transamerica	-split-	PE61743-0000...	4,851.70	X		1,940,937.72
10/03/2025	263756	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,940,755.69
10/03/2025	489344	AFLAC	-split-	HX998	543.21			1,940,212.48
10/03/2025	65476151	Department of Treas...	-split-	36-3327732	15,234.84			1,924,977.64
10/03/2025	DD7630	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7631	Bowles, Matthew	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7632	Cantrell, Luanne K	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7633	Ciarlette, Noah A	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7634	Dikun, Nathan S	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7635	Dircks, Brennan C	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7636	Fals, Shelby L.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7637	Fellows, Sarah K	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7638	Grubisich, Danial P	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7639	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7640	Hardin, Patrick E.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7641	Hartman, Jason S	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7642	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7643	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7644	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7645	McMillin, Brian D.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7646	McMillin, Michael J	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7647	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7648	Owen, Joseph M	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7649	Petrakis, John	-split-	Direct Deposit		X		1,924,977.64

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2025	DD7650	Pierce, Dillon J.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7651	Randich, Jacob M.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7652	Schneider, Scott W.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7653	Schumacher, Jessica L	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7654	Skole, Matthew J.	-split-	Direct Deposit		X		1,924,977.64
10/03/2025	DD7655	Tobolt, Dale G	-split-	Direct Deposit		X		1,924,977.64
10/09/2025	2162075...	Comcast	1-201 · 2000 Accounts ...		231.32			1,924,746.32



Community Support Services Report
September 2025

Statistics

78 Ambulance Calls

- Lift Assist/Falls - 17
- Psych/Suicide - 9

Monthly Referrals - 1

Priority Level	Disposition
106 – Unable to Care for Self/Environment	ACTIVE – Active Case – Disposition Pending

Activity

- Attended the annual Illinois CRR Conference in Joliet, September 16th.
 - There was a lot of good information as well as confirmation that our CSS program is doing well.
 - Did some networking and will be attending the CCP group with area CRR specialists to discuss difficult cases.
- Attended the IFSAP course Chief taught on September 24th on communication and group dynamics.
- Attended the Ice Cream Social at St. Elizabeth
- I did some more analysis of data from the past year on the CSS program.
 - Adding this to the data I looked at from my last report, we are focusing on the areas that we need to be in our program.
 - There are a few changes I would like to make going forward.
 - Check in with the crews to see what they think is working and what suggestions they have for improvement.
 - I will meet with FF/Medic Kazak as new EMS lead to discuss program.
 - Work with clinician Katie Diaz-Hughes to develop protocol for crews approaching a patient, family, and PD for a psych evaluation.
 - Develop the referral process for the new First Due program.
- Follow Up with residents of St. Elizabeth on October 30th
- “Meet and Greet” with Remington Woods residents on October 12th
- “Meet and Greet” with UMC Senior Lunch/Bingo group on November 5th

Respectively submitted,
Luanne Cantrell
Community Support Services Coordinator



CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET
CHANNAHON IL 60410

815-467-6767
FAX: 815-467-5081



Fire Safety and Life Educator Monthly Activities September 2025

Trainings/meetings	total students
9/3, 9/10, 9/17, 9/24 IFSAP Training	
9/16 CRR Conference	
9/18 First Due Training/meeting	
School Visits	
9/4 Fire drills at PP & NBG	
9/5 Galloway 1 st Grade	105
9/8 Galloway 2 nd Grade	108
9/22 UMC Preschool	25
9/23 UMC Preschool	15
9/27 Galloway Kindergarten	105
9/29 Pioneer Path	55
9/30 Pioneer Path	50
Other	
9/25 CPR/First Aid public class	3

FAMILY ▪ TEAMWORK ▪ PRIDE ▪ COMMUNITY ▪ RESPONSIBILITY



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CHANNAHON IL 60410

815-467-6767
FAX: 815-467-5081



Meetings	
Pending Activities	10/1, 10/8, 10/15, 10/22, 10/29 IFSAP training 10/7 Fire Prevention week Kick-off at Galloway. Sparky and Firefighters High-five kids on way into school 10/7 1 st grade Galloway 10/9 2 nd grade Galloway 10/11 Remington Woods Meet & Greet Fall/Autumn Safety check in 10/13 Babysitting class (Safe Sitter) 10/14 Guest Reader at Library 10/20 Park District 4yr preschool 10/22 Park District 3 yr preschool 10/30 St. Elizabeth Fall/Autumn Safety check in
Other	10/4-1011 Fire Safety Scavenger Hunt at Library 10/23 & 10/24 Homeschool Station Tours (3 total) 10/23 Grand Dental Trunk or Treat 10/31 CPR training at Galloway

Respectfully Submitted,

Sarah Fellows, Fire Life Safety Educator

FAMILY ▪ TEAMWORK ▪ PRIDE ▪ COMMUNITY ▪ RESPONSIBILITY



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CHANNAHON IL 60410

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Fire Prevention and Inspection Monthly Activities September 2025

- We are still waiting for the business occupancies to be pushed into inspections from 1st Due. We are in line for this from the 1st Due data entry team. In the meantime, we are creating and publishing occupancies in the inspection division and we are also able to use the dataset from the preplan division to complete inspections. We are making progress.
- Attended the Channahon Schools fire evacuation drills
- 12 inspections were completed. 6 of them had violations and will require a reinspection in October.
- Inspections that have been completed this year under the "old way" are being entered into 1st Due in order to maintain an annual schedule for those business occupancies.
- Attended 1st Due meetings for configuration & use. Platform familiarization.
- There are additional meetings scheduled with 1st Due to learn more about the platform capabilities.
- Assisted with logistics in vehicle & building maintenance.

Respectfully Submitted,

Terrence O'Hern

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CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

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www.channahonfire.com

Deputy Chief Report for October 2025

Vehicles:

- 412 9/8 Pump re-test, passed after transfer ball valve replacement. \$325.00
- 415 9/18 DOT inspection, passed, no issues.
- All three ambulances underwent PM's 415, 424 no issues. 414 needed front end work (steer tires, brakes, tie rod ends – no invoice from Lockport EVT Brian yet).
- 415 loaned to Minooka FD 9/22 to 9/30, no issues
- 412 loaned to Elwood 9/25, no issues.

Monthly total: \$325.00 Year to Date: \$36,201.08 as of October 6th, 2025

Stations:

Station 1

- New generator isolation valve sched. to arrive by and be installed 10/6, final testing pending, but requested it to be completed 10/7. In negotiations with United Rental for reduction in rental rate.
- MAKO SCBA compressor 480v contacts replaced by Air One. They were original (2000) and were causing the breaker to trip due to arcing.
- All low voltage and hardware installed for security camera system upgrade. Waiting on IT Bill to configure a few things before fully operational.
- Backflow valve testing was completed at both Stations 9/29, no issues.
- Ice machine repairs and maintenance completed 9/29.

Station 2

- Interior humidity problem status: Some ductwork was insulated, and humidifier/humidistat settings were adjusted. Company recommends "envelope test" to determine any exterior air leaks. On hold for now because there have been no further humidity issues after those few extremely hot/humid days.

Meetings:

- Sat in on 2nd Teams meeting with Capt. Skole regarding First Due Scheduling module.
- Teams meeting with First Due related to Asset / Inventory / Work Request management.
- Teams meeting with Rock Valley Health for annual physicals.
 - All Step 1 and Step 2 portions completed, Step 3 10/28 through 11/6.



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Significant Calls:

- 9/26 Engine 421 / 402 M/A assist to Rockdale for fire at John Manville; 800' long commercial, gas-fed dryer fire. Three-hour operation.

Total calls for September 2025 = 245 2025 Year to Date = 1496 (10/7)

Pending:

- Engine PM's scheduled for later October / November.
- Candidate training is going well. Advanced to 24hr ride-alongs.
- First Due software implementation.

*** End of Report***



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September 30, 2025

To: Board of Trustees

From: John Petrakis, Fire Chief

RE: Monthly Chief Activity Report

The following items summarize my appointments, assignments, and completions for this month:

Vehicles

- E412 is experiencing trouble with the foam mixing system. DC McMillin and Gold Shift spent the latter part of Tuesday evaluating the issue. There are some functions on the engine that will require diagnosis and repairs. DC McMillin has communicated with Ben about repairs. Ben will review these punch list items when the engine goes in for its preventative maintenance in October/November.
- October kicks off the preventative maintenance schedule for the engines and ambulances. Watch for information regarding PM appointments from DC McMillin.

Buildings

- Backflow testing for each station was completed on 9/29.
- Ice machines at each station underwent maintenance on 9/29.
- Brandenburg has been on site at Station #1 installing cable and additional cameras around the building. They also have installed new monitors in the day room, apparatus floor, and Jacque's office.
- The switch gear and generator project is on hold for the time being. Cummins failed to send a part that should have been specified and shipped with the generator. They have arranged for this component to ship with anticipated delivery on October 6. We are working intently to get Cummins out on October 7 to complete the installation criteria. They have not committed to any dates, but they are working on getting a tech out. I have been in contact with Cummins three times to gently remind them about scheduling a technician to run the start-up checklist.

Administration/Operations

- First Due integration continues with more configuration calls for scheduling modules.
 - Pending configuration calls:
 - Asset configuration 9/29
 - Scheduled calls:
 - Bi-Weekly Update – 9/17
 - Events and Activities Configuration Call – 9/18
 - ePCR QA/QI Configuration Call – 9/18
 - Pre-Planning 9/22
 - Incident Reporting 9/23

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- As we draw closer to October, most all the modules are in their optimization call phase Those tasked with overseeing a particular module are working on configurations and “testing” the functionality of what has been completed thus far. November 1, we will start getting crews acclimated to each module, rollout, and orientation trainings. December is our target “go live”.
- With the budget submission deadline passed, DC McMillin, Jacque, and I will begin the review and allocation of funding. The tentative budget will be posted at the October board meeting. There are quite a few items of significance in the submissions. We will spend the next few weeks reviewing submissions and obtain greater detail for the board to have for approvals.
- FF/Medic Kazak met with Morris Hospital EMS to review the preceptor training program. He will coordinate the internal training of each preceptor. One of our current fire candidates, Candidate Crystal Valencia, will be our paramedic student. Pending scheduling requirements, we could be assigned other paramedic candidates from the Morris Paramedic Program. This is an incredible opportunity for those who will serve in the role as a preceptor as they develop stronger instructional experience, learn how to provide praise and constructive criticisms, and be very influential in the development of a paramedic candidate.
 - *Preceptors are trained mentors who are assigned to a paramedic candidate to observe their skills, leadership, and critical thinking during field experiences. Preceptors are a critical piece of field experiences as they observe, mentor, and guide the paramedic candidate in all aspects of patient care.*
- DC McMillin and I conducted a teams call with Jody, our grant writer. After discussion and Jody sharing the parameters of what equipment is considered priority, we have opted to submit a grant for new SEEK TICs. DC McMillin has obtained pricing, and we will work with Jody to get the grant composed and submitted.
- FF/Medic Kazak (EMS Coordinator) has requested to speak with Jody to seek grant funding opportunities to apply toward enhancements and cost softening of EMS functions and equipment.
- We are still waiting for the federal SAFER and Fire Prevention and Safety grant award announcements.
- We have terminated our ambulance billing with EMS/INC. We will be contracting Paramedic Billing Services to manage our ambulance billing. Jacque coordinated the termination notices and is preparing to transition working with Paramedic Billing Services.

Personnel

- Annual physicals began the week of 9/22, and the first 2 steps are complete. Crews will complete their Step 3 & 4 components in late October.
- The candidate program is 3 months in action, and our group of candidates are developing well. Lots of good training with the crews. They are riding along on their respective shift assignments and are getting introduced to the firehouse life, training, and running calls. They continue their preparations to attend academy beginning in January 2026. FF/Medic Bowles recently sent out information regarding the candidate’s ability to participate in 24-hour rotations at each firehouse. All the shifts are doing an incredible job working with them and providing them with mentorship needed to get them prepared for academy.

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Fire Inspections

- Captain McMillin, Lt. O'Hern and FF Pierce are working diligently within the inspections module of First Due and have used them on inspections in the field. They are also working on the configuration of the pre-planning platform.
- Plan and code reviews for several occupancies were completed including Verdecos Plastics, Eames Street Apartment Renovations, Amazon ORD2, M&I Steel, and Auto Science.

Public Education

- School programs are underway as well as CPR classes and the annual calendar art with the students from Pioneer Path.
- FF Sarah continues her IFSAP Executive Support Program classes.
- FF Sarah challenged her first OSFM examination and has earned her first "State Shingle" as a credentialed Fire and Life Safety Educator!

Community Support Services

- Luanne is reviewing the support program and preparing to adjust and changes to the program. She is refining the referral communication process between her and the crews. With FRMS going offline in December, she will be reworking the process to conform to CSS life with no FRMS. She also has connected with Will County Emergency Management Agency as they have inventories of our residents who are identified special needs, senior issues. Lu is working to integrate the list into her support services efforts and will contact them to determine if they require any special assistance.

Miscellaneous

- Rigs continues his obedience training with Tracy. He is making good progress according to FF/Medic Fals. He still requires additional guidance before he is ready to serve in his intended role.
- Rigs was taken to the vet for an examination after a bout of upset stomach. He was tested for parasites/worms and it returned positive. He has since been prescribed medication and he is responding well.

For the Good and Welfare

- FF Sarah challenged her first OSFM examination and has earned her first state certification as a credentialed Fire and Life Safety Educator!

Miscellaneous Events/Activities

- Administrative Staff Meetings
- First Due Configuration Calls and Check-Ins
- Plan review/code research: Verdecos Plastics, Eames Street Apartment Renovations, Amazon ORD2, and Auto Science
- Budget review and composition
- Administrative policy refinement
- Preliminary budget meetings with program coordinators

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- Emergency medical service grant inquiries with FF/Medic Kazak and Jody Toman
 - IFSAP Group Dynamics Instruction
 - Occupational Health Program Meeting with Amy Krause, Morris Hospital

Pending

- Budget preparation for FY2026
- First Due configuration
- SOG and General Order Review/Updates
- Administrative operating guide composition

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